



Policy: 4650
Procedure: 4650.02
Chapter: Work Program
Rule: Community Work Program
Emergency Guidelines

Effective:
Replaces: 4339.01
Dated: 02/07/97

Purpose:

Arizona Department of Juvenile Corrections (ADJC) community work program personnel shall be trained to implement organized response plans to protect ADJC juveniles working in the community if an emergency situation arises. Community Program personnel and Supervisors shall periodically take refresher courses and review emergency response plans to stay prepared to respond in an appropriate and timely manner.

Rules:

1. **COMMUNITY WORK PROGRAM PERSONNEL** shall refer media requests for information or photo sessions on juvenile community work projects to the ADJC Public Information Officer (PIO) at Central Office. **COMMUNITY WORK PROGRAM PERSONNEL** shall not permit:
 - a. Juveniles' face(s) to be photographed without the prior written permission of the parent(s) or guardian;
 - b. Juveniles to respond to media questions on any topic.
2. All **COMMUNITY WORK PROGRAM PERSONNEL** shall complete training and certification in the following areas prior to supervising juveniles at work in the community:
 - a. Cardiopulmonary Resuscitation (CPR);
 - b. Basic First Aid; and
 - c. Annual renewal in the Communicable Diseases class, including Blood Borne Pathogens.
3. **COMMUNITY WORK PROGRAM PERSONNEL** shall complete the basic curriculum for juvenile contract personnel as mandated in the ADJC Annual Training Plan in addition to completing the modules on the following topics:
 - a. Emergency Procedures;
 - b. Radio/Telephone Communications;
 - c. Work Unit Documentation; and
 - d. Incident Report Writing.
4. All **JUVENILES** in the work program shall complete training which includes, but is not limited to the following:
 - a. CPR Training;
 - b. Basic First Aid Training; and
 - c. Participation in discussion groups regarding job safety including special safety instruction on the proper and safe use of any equipment used on the work crews.
5. Each **COMMUNITY WORK PROGRAM EMPLOYEE** and **COMMUNITY WORK PROGRAM SUPERVISOR** shall ensure that the following supplies are maintained in all work crew vehicles to ensure proper response to medical accidents, injuries, and emergencies:
 - a. First Aid Kit;
 - b. Latex Gloves;
 - c. Masks;
 - d. Safety Goggles;
 - e. Charged Fire Extinguisher;
 - f. Note pads, pens, pencils; and
 - g. List of local health/safety resources and hospitals for emergency use.

6. **COMMUNITY WORK PROGRAM PERSONNEL** shall, in case of any medical problem, accident, injury, or emergencies:
 - a. Immediately report to the incident or situation to their supervisor;
 - b. Complete an Incident Report on the event prior to the end of shift; and
 - c. Attach any related follow-up reports from non-ADJC emergency assistance contacts.
7. **Emergency Responses:** In case of medical emergency, **COMMUNITY WORK PROGRAM PERSONNEL** shall:
 - a. Immediately call 911 on the nearest telephone;
 - b. Be prepared to relay the following information to the operator:
 - i. Caller's identity and work title;
 - ii. Physical location;
 - iii. Type of emergency; e.g., injury, symptoms, etc.; and
 - iv. Seriousness of the injury; e.g., life threatening or general status.
8. **COMMUNITY WORK PROGRAM PERSONNEL AND SUPERVISORS** who have completed all their Basic First Aid training, including CPR, shall follow approved First Aid Guidelines in response to an emergency injury or accident situation.
9. **Fire:** All fires must be reported immediately to the local fire department. When a fire is located in a Parole Office or other community facility, the **FIRST EMPLOYEE** on the scene shall:
 - a. Immediately call 911 and report the location of the fire;
 - b. Pull the Fire Alarm at the facility;
 - c. Maintain a calm tone of voice and advise all inhabitants to move outside and well away from the building;
 - d. Use a fire extinguisher on small fire only if safe to do so;
 - e. For larger fires go outside immediately and move away from the building; and
 - f. **STOP - DROP - ROLL** which is the standard instruction if or when a person's clothing catches fire.
10. When a fire alarm sounds in a Parole Office or other community facility, **PAROLE PERSONNEL** shall:
 - a. Close the office door and exit the building immediately;
 - b. Not stop to gather any possessions;
 - c. Use the stairs, never use the elevator;
 - d. Not break windows;
 - e. Follow the instructions of the building fire warden or other emergency personnel;
 - f. Feel the top of the door for heat and look for visible smoke around the door edges, before opening a closed door when moving to exit the building.
11. **ADJC PERSONNEL** shall follow fire directives which include, but are not limited to the following:
 - a. Check the evacuation route, whenever possible;
 - b. Never open a hot and/or "smoking" door; and
 - c. Move through open doors and stay low to the floor to avoid smoke inhalation.
12. **Civil Disturbance:** If a threatening person or persons, or a civil disturbance, militant confrontation, march, militant assembly, or demonstration comes into the community work crew area, the **COMMUNITY WORK PROGRAM EMPLOYEE** shall:
 - a. Act immediately and require juveniles to return with their equipment to their transportation vehicle;
 - b. Once all juveniles and equipment are aboard, depart the area as safety allows;
 - c. Report the incident to the Community Work Program Supervisor and the local authorities; and

- d. Complete an incident report on the details of the events.
13. **Flooding:** During and after rain storms, the **COMMUNITY WORK PROGRAM EMPLOYEE** shall:
- a. Obey all traffic and warning signs when driving juveniles to and from the home station.
 - b. If transporting a juvenile or juveniles do not enter identified flash flood risk crossings or washes containing running water; or
 - c. Drive around a barricade to cross a stream or wash.
14. **Hazardous Materials:** All **COMMUNITY WORK PROGRAM PERSONNEL** shall:
- a. Follow ADJC procedures and Occupational Safety and Health Administration (OSHA) regulations regarding the handling and use of hazardous materials in accordance with OSHA Standard 1910.1200 Hazard Communication;
 - b. Ensure juveniles receive a clearance from Health Services stating they do not suffer from any disease or limiting condition e.g., epilepsy that would limit their ability to work with equipment and/or chemicals;
 - c. Ensure that juveniles receive formal instruction and training in the safe use of powered and non-powered equipment, machinery, agricultural products, pesticides, and petroleum products; and
 - d. Identify hazardous materials as items that include but are not limited to those that which carry a manufacturer's label warning of hazardous contents such as: gasoline, solvents, cleaning supplies, paint, dry or liquid insecticides, and equipment with sharp or moving parts.

Signature Date

2-19-08

Approved by Process Owner

Art Wilkerson
Art Wilkerson, Director of Community Corrections
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Effective Date

2/20/08

Approved by

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